



2017 LONG FORM CHECKLIST

ERIE COUNTY CULTURAL FUNDING APPLICATION

✓	ITEM	FILES	REQUIRED	REQUESTED	First time applicant or if updated since 2014
	SECTION 1: LONG FORM APPLICATION				
	<input type="checkbox"/> Part 1 <input type="checkbox"/> Part 2 <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4 <input type="checkbox"/> Part 5 <input type="checkbox"/> Part 6 <input type="checkbox"/> Part 7 <input type="checkbox"/> Part 8 <input type="checkbox"/> Part 9	1	✓		
	SECTION 2: ESSAYS				
	<i>I. Organization</i>				
	<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5				
	<i>II. Governance and Staffing</i>				
	<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4 <input type="checkbox"/> Question 5 <input type="checkbox"/> Question 6				
	<i>III. Planning</i>				
	<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4	1	✓		
	<i>IV. Evaluation</i>				
	<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2 <input type="checkbox"/> Question 3 <input type="checkbox"/> Question 4				
	<i>V. Population Served/Marketing</i>				
	<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2				
	<i>VI. Response to Erie County</i>				
	<input type="checkbox"/> Question 1 <input type="checkbox"/> Question 2				
	SECTION 3: ATTACHMENTS	multiple files, as applicable			
	<input type="checkbox"/> A: Balance Sheet	1	✓		
	<input type="checkbox"/> B: Financial Statements	1	✓		
	<input type="checkbox"/> C: Form 990/tax filing	1	✓		
	<input type="checkbox"/> D: Cash Flow Forecast	1	✓		
	<input type="checkbox"/> E: Conflict of Interest	1			✓
	<input type="checkbox"/> F: Whistleblower Policy	1			✓
	<input type="checkbox"/> G: Funding Acknowledgement	1	✓		
	<input type="checkbox"/> Sample 1	1	✓		
	<input type="checkbox"/> Sample 2	1		✓	
	<input type="checkbox"/> Sample 3	1		✓	
	<input type="checkbox"/> H: Bylaws	1			✓
	<input type="checkbox"/> I: Strategic Plan	1			✓
	<input type="checkbox"/> J: Corporation & Foundation Support Detail	1		✓	
	<input type="checkbox"/> K: Capital or Endowment Campaign Details	1		✓	
	ONLINE SUBMISSION	ALL	✓		

Application is due by **11:59pm on FRIDAY, JUNE 10, 2016** at www.erie.gov/culturalfunding.

Assistance with the Online Submission will be available until 5:00pm on Friday, June 10, 2016.

If you require assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916 or mariely.ortiz@erie.gov.